

S. No.	4
PROGRAM	Use of MS-Project for Managing Construction Projects
CATEGORY	Constr Engg & Mgmt
DURATION	2 Days
OBJECTIVE	<p>Today's construction projects are quite complex and require skillful planning, optimum use of resources and coordination among various activities to complete them in given time and cost. They also call for regular tracking and rescheduling of activities to address the critical points, minimize time and cost overruns and improve project performance.</p> <p>Microsoft Project is a powerful and flexible tool for project management. It puts you in good control of various aspects such as planning, scheduling, resource allocation, progress tracking, documentation and reporting.</p> <p><i>The Program will provide hands on training to use MS Project for construction projects, especially in the Indian context.</i></p>
PROGRAM CONTENT	<p>The Program will be conducted in form of <i>hands on training</i>. It will illustrate the following aspects with the help of real life examples from Indian construction projects:</p> <ul style="list-style-type: none"> ❖ <i>Introduction: Understanding MS Project - Menus, Tabs, Calendars, Working Times</i> ❖ <i>Gantt Chart: Work Break Down Structure, Activity Duration, Dependencies, Deadlines, Constraints</i> ❖ <i>Resources: Resource Types, Pooling, Allocation, Filters and Grouping, Resource Graph, Costing</i> ❖ <i>Tracking: Default Settings, Changing Default, Tracking by Task, Tracking by Resource, Updating with Actual Information</i> ❖ <i>Reports: Types of Reports, Using Standard Reports, Customizing Reports, Earned Value Analysis, Effect of Delays on Costing</i>
BENEFITS	<ul style="list-style-type: none"> ❖ Hands on and interactive sessions ❖ Participants shall run a sample project through all stages i. e. Gantt chart – Resources – Tracking – Reporting – Customizing ❖ Customization for Indian Construction Industry